

CITY OF DAHLONEGA, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: CITY CLERK

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide administrative support to the City Manager, Assistant City Manager, City Council and appointed committees.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides administrative support to the City Manager, Assistant City Manager, City Council and committees; advertises Council meetings; prepares meeting agendas and Council packets; attends meetings; prepares and distributes meeting minutes; and ensures proper posting and/or advertisement of City notices, ordinances, meeting dates and other items in accordance with the Open Meetings Act and in order to keep public informed.

Assists auditors with gathering information needed for the annual audit.

Establishes and maintains records and files; maintains all official records of the City including Council and Work Session minutes; sign, certifies and preserves all City ordinances, resolutions, contracts, reports and other documentation; ensures compliance with applicable record retention and public information guidelines and regulations, including responses to Open Records Act requests; researches information from official records; and provides copies to City officials and the general public upon request.

Performs general clerical duties for the City Manager, and the City Council; prepares correspondence, proclamations, deeds, contracts and other materials; and conducts special projects and surveys as assigned.

Assist the Assistant City Manager with Human Resource related duties as needed. May serve as the Human Resources Director depending on qualifications and perform all, some or none of those duties, as the needs of the City may require.

Receives, reviews and processes applications for beer and wine licenses; issues licenses; and maintains related records.

Administers City elections functions; serves as the Election Superintendent; advertises election activities; prepares ballots; receives and reviews candidate applications; qualifies candidates; serves as clerk of absentee ballots; trains poll workers; orders election supplies; prepares and submits required reports; adheres to election guidelines and regulations.

Consults with vendors and City Information Technology personnel regarding software and other IT requirements.

Supervises the distribution of the City Limits Newsletter.

Supervises, directs and evaluates assigned staff.

Performs customer service functions; receives visitors and telephone calls; assists callers, residents and the general public with questions and provides information; refers callers to other staff members as appropriate; and takes messages.

Communicates with City officials and employees, poll workers, other departments, voters, candidates, state agencies, legislative agencies, the public, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Prepares, types, proofreads, and/or completes various forms, reports, correspondence, newsletters, lists, directories, logs, notices, schedules, calendars, agendas, minutes, motions, ordinances, resolutions, inventory records, charts, graphs, spreadsheets, brochures or other documents.

Receives various forms, reports, correspondence, logs, legal documents, court documents, newsletters, policies, procedures, manuals, handbooks, directories, reference materials, or other documentation; reviews, completes, proofreads, processes, forwards or retains as appropriate.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends seminars, workshops, and training sessions as appropriate.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three years of experience providing responsible administrative and clerical support for public officials; or any equivalent combination of education, training, and experience Which provides the requisite knowledge, skills, and abilities for this job . Must be certified as a Municipal Clerk and as a public Finance Officer.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors and coordinate with peer equivalents. The position reports to the City Manager, but is appointed at-will by and serves at the pleasure of the Mayor and Council.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and

techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary work, but which may involve some reaching for objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the visual acuity to perform an activity such as preparing and analyzing data figures and to determine the accuracy, neatness and thoroughness of work assigned or to make general observations of facilities or structures. Some tasks require the ability to perceive the nature of sounds at normal speaking levels with or without correction and also to receive detailed information through oral communication. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions..

The City of Dahlonega, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.